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- **Note: An LEA or non-public school qualifies for Emergency Impact Aid for Displaced Students if at least one (1) eligible displaced student is enrolled in the LEA or non-public school.**
 - All LEAs should immediately notify all non-public schools within the LEA's district to inform them of the availability of Emergency Impact Aid for Displaced Students. Procedures for guiding non-public schools in gathering enrollment headcounts for displaced students and timelines for reporting those headcounts to the LEA should be developed as soon as possible.
 - All non-public schools should immediately download the **revised** parent application from the State's webpage (<http://www.state.tn.us/education/hurricanerelief/hera.php>) and disseminate to parents and/or guardians of displaced students. Procedures should be developed to insure the applications are returned, with the appropriate documentation/verification (see FAQ #9), to allow the non-public school to report headcounts in compliance with timelines established by the LEA.
 - All LEAs should immediately download the **revised** LEA application packet from the State's webpage (<http://www.state.tn.us/education/hurricanerelief/hera.php>) and begin gathering enrollment data of displaced students. All LEAs are responsible for collecting non-public school data for inclusion with the LEA application submitted to the Department.
 - Public school displaced student headcounts will be required to be submitted with the LEA application. The headcounts can be reported through EIS or the enrollment spreadsheet, which can be downloaded from the above-noted website. If the spreadsheet is utilized, students shall be classified as though they are being reported for attendance accounting, i.e., all displaced students should be reported in ADM, with the appropriate special education option noted if applicable. If the displaced student is taking vocational classes, the student's ADM should be divided between the time spent in regular ADM classes and time spent in vocational ADM classes.
 - The first application, containing LEA and non-public school headcount data, is due to the Department of Education no later than the close of business on Friday, January 27, 2006. The first application will contain headcount dates for October 3, 2005 and December 1, 2005.
 - The second application, containing LEA and non-public school headcount data as of February 1, 2006, is due to the Department of Education no later than the close of business on Wednesday, February 15, 2006.
 - The final application, containing LEA and non-public school headcount data as of April 3, 2006, is due to the Department of Education no later than the close of business on Monday, April 17, 2006.

Applications can be mailed, faxed, or emailed; however, application deadlines cannot be extended. Forward all information concerning Emergency Impact Aid for Displaced Students to:

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6th Floor Andrew Johnson Tower
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Important Notes – Frequently Asked Questions

- Tennessee State Law defines elementary education as kindergarten through grade 12. Therefore, pre-kindergarten students cannot be counted for Emergency Impact Aid for Displaced Students funding (See FAQ #3).
- LEAs must make payments to accounts on behalf of nonpublic students within 14 calendar days of receiving payments from the Department (See FAQ #5).
- LEAs that meet the specified timelines (due dates) may make upward or downward revisions to their initial child counts if they collect more satisfactory data that were not available at the time of their initial application submission (See FAQ #5).
- For information that must be contained in the LEA application see FAQ #7.
- For information that must be contained in the parent application of a non-public school student see FAQ #9.
- For information on how to identify eligible displaced students and eligible displaced students receiving special education services, see FAQs #11 and #12. Any funds received by an LEA on behalf of a displaced student with a disability must be used for special education and related services consistent with the IDEA.
- For information on the payment process, see FAQs #19 – #26.
- For information on uses of funds, see FAQs #27 – #34.
- For information on recordkeeping processes, see FAQs #35 – #38.
- A nonpublic school need not have waived tuition at the time of a displaced student's enrollment. If it has not previously waived or reimbursed tuition, the school must reimburse tuition that was paid for a displaced student (See FAQ #41).
- For information on payments to non-public schools, see FAQs #39 – #52.